

## **Green County Register of Deeds**

### **Checklist for Preparation of Documents to be Recorded**

1. Legible print or typing in **BLACK** ink. Faded material, too small of print, and/or blue ink does not reproduce well.
2. Correct and traceable description of the property.
3. If document is a conveyance or an encumbrance, identify property as homestead or non-homestead.
4. Grantors' signatures should agree with names in body of document.
5. Name of persons who drafted the document.
6. Execution date and date notarized or authenticated.
7. Notary Public signature, expiration date and seal OR authenticator signature.
8. Names inserted in acknowledgment or authentication.
9. Corporate seal, if applicable.
10. ALL FEES are to be paid at the time the documents are recorded or requests for copies are fulfilled.
11. Recorded documents will be returned to sender or designee.
12. NOTE: Wisconsin Statutes 59.57(12)(b) – any instrument submitted for recording shall contain a blank space at least 3" x 3" in size for the recording stamp. If the space is not provided, our office will add a cover sheet and charge the additional page rate as indicated in the schedule.

### **Transfer Return Information**

1. Deeds in fulfillment of a recorded land contract dated prior to 12/17/71 require no fee or return.
2. A transfer return form is required for all conveyances except when exemptions 1, 2R, 4, or 11 apply to your situation. No return is required with respect to conveyances exempt under s.77.25(2) unless the transferor is also a lender for the transaction.
3. Form is to be completed in detail.
4. Current rate of 30¢ per \$100 or \$3.00 per \$1000 of real estate rounded to the next higher hundred. Conveyances dated 9/1/81 or thereafter are computed at this rate except when the following apply.
  - a. Deeds in fulfillment of a recorded land contract, which was dated 12/17/71 to 9/1/81, are computed at 10¢ per \$100 or \$1.00 per \$1000 of value rounded up to the next higher hundred.
5. Valuation must be shown when document is exempt.
6. Both Grantor and Grantee or their agent must sign the form and provide social security numbers or federal employer identification numbers of the grantor and grantee.
7. As of August 1, 1992 transfer fees are due and payable at the time land contracts are recorded.